

Client/Matter No.:

Client/Matter No.: 046577 0103

## INSPECTOR CHECKLIST

Preparer Initials

Inspector Initials

Counted document pages, numbers and sequence  
(new app: specification, claims)

Application Data Sheet, if applicable

Drawings & Figures (labels, correct number of figures as indicated in spec)

Check Serial Number and verify header has correct information

**Is this a FINAL OFFICE ACTION requiring a NOTICE OF APPEAL (at 6 months)?**

FEE REQUIRED (and appropriate transmittal and documents with filing)? (Correct amount, check no. noted on card)

EOT

## Notice of Appeal

### Additional Claim(s)

IDS/Terminal Disclaimer

## Deposit Account Paragraph

## Certificate of Mailing

Receipt card (application info correct, all listed documents and fees included)

Copy of documents attached inside file

All documents are signed and dated

File Jacket entry complete (including claim count)

Preparer Signature

Date \_\_\_\_\_

Inspector Signature

Date \_\_\_\_\_